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OFFICE OF TRAINING

Operations School
Headquarters Training

RECORDS OFFICERS COURSE NO. 22 (ROC)

24 - 28 February 1964

Room 1A-13 Headquarters

STUDENT OBJECTIVES

1. To learn the role that records play in the discharge by the Agency of the responsibilities inherent in the Agency's mission.
2. To gain an appreciation of records and proper records management in the successful performance of the Agency's mission.
3. To understand the inter-relationships between the CS mission and records and to sharpen judgment in the handling and disposition of records.

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Chief Instructor
Ext. 2141

DOC	4	REV DATE	1-2-82	BY	006199
ORIG COMP	5	OPI	11	TYPE	01
ORIG CLASS	3	PAGES	3	REV CLASS	C
JUST	22	NEXT REV	2012	AUTHOR	HR 1B-2

Group I
Excluded from automatic
downgrading and
declassification

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Monday, 24 February 1964

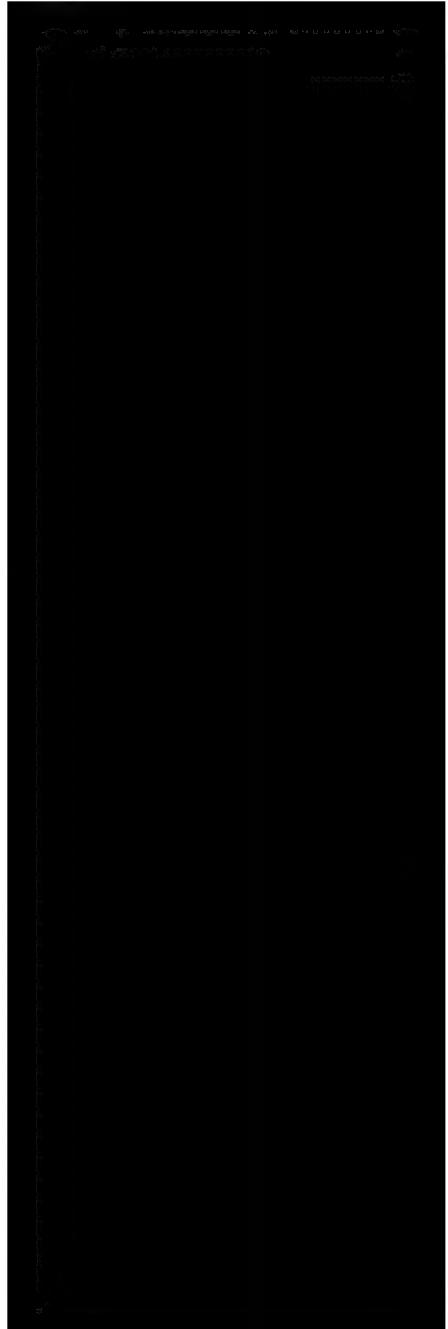
0830 ~ 0900 Registration, Handout of Materials,
and Administration

0900 ~ 0920 Introduction to Course and Discussion
of NSCID/5

0930 ~ 1050 The RO and His Responsibilities;
The RO Kit

1100 ~ 1300 Terminology

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Tuesday, 25 February 1964

0830 ~ 0900 Study Period

0900 ~ 1050 IID Responsibilities in GS Records
System

1100 ~ 1150 Review, Analysis, Classification,
Indexing and Cross Referencing

1200 ~ 1300 Interagency Source Registry

Wednesday, 26 February 1964*

0830 ~ 0900 Study Period

0900 ~ 0930 Sensitive Documents

0940 ~ 1030 The 201 System

1040 ~ 1300 Destruction Procedures and RO
Responsibilities

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Thursday, 27 February 1964

0830 - 0900 Study Period, Submit Questions for
Tomorrow's Question and Answer
Period

0900 - 1150 Handling of Records at the Head-
quarters Desk, Including Destruction

1200 - 1300 Introduction to Practical Exercise

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Friday, 28 February 1964

0830 - 1030 Practical Exercise

1040 - 1130 [REDACTED]

1140 - 1215 Question and Answer Period

1215 - 1230 Closing Remarks

1230 - 1300 Final Administration

*Students who have not taken the RID Tour are required to do so on
Wednesday, 26 February 1964. It will be conducted from 1400 - 1600
hours and will originate in this classroom promptly at 1400 hours.

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